CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1270   **TITLE:** INFORMATION SYSTEMS AUDITOR   **GRADE:** S-28

DEFINITION:
Under general supervision, conducts information systems audits of data processing operations, individual computer applications, and systems or applications development; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:
This is senior-level internal audit work requiring specialized knowledge and skills.

ILLUSTRATIVE DUTIES:
Acts as consultant in systems design, ensuring adequate controls to detect problems, and adequate documentation for back-up and reconstruction;
Evaluates and participates in the design of County systems to ensure effective use of control techniques and equipment;
Examines and analyzes automated books, records, and other documentation to determine accuracy and compliance with County policies and procedures;
Tests transactions and reviews system specifications to ensure that controls are adequate and operational;
Advises Internal Audit staff in uses and techniques of the computer as an audit tool;
Presents oral and written reports to management, communicating findings and recommendations;
Conducts all phases of computer system audits (of both hardware and software), including security and standards.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
Extensive knowledge of computer data and system security;
Extensive knowledge of the design and testing of computer applications;
Extensive knowledge of computer logic, programming language and software tools;
Knowledge of standards, procedures and techniques of governmental accounting and internal auditing;
Ability to impartially evaluate procedures, policies, and internal controls;
Ability to work independently within established policies, procedures, and guidelines;
Ability to establish effective working relationships;
Ability to communicate clearly and concisely, orally and in writing;
Ability to complete assignments within established deadlines.

EMPLOYMENT STANDARDS:
Any combination of education, experience, and training equivalent to:
Graduation from an accredited four-year college or university with a bachelor's degree in finance, public administration, business administration, or information systems; PLUS
Three years of professional experience in information systems or auditing.

CERTIFICATES AND LICENSES REQUIRED:
Certification as a Certified Information Systems Auditor (CISA).

	REVISED:	August 30, 1996
	ESTABLISHED:	July 1, 1991